



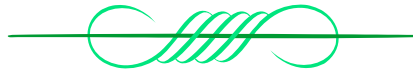
**WEST HILLS COMMUNITY COLLEGE DISTRICT**

**Board of Trustees**  
9900 Cody Street  
Coalinga, CA 93210  
(559) 934-2100

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**MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD**

**August 26, 2008**



**CALL TO ORDER / OPEN SESSION**

President McKean called the meeting of the Board of Trustees to order at 3:28 p.m.

Board members present:

Mark McKean, President  
Bill Henry, Vice President  
Nina Oxborrow, Clerk  
Jeff Levinson  
Edna Ivans  
Jack Minnite  
Steve Cantu  
Jaqueline DePue, Student Trustee

Administrators present:

Frank Gornick, Chancellor  
Ken Stoppenbrink, Vice Chancellor of Business Services  
Don Warkentin, President, West Hills College Lemoore  
Willard Lewallen, President, West Hills College Coalinga  
Jana Cox, Director of Human Resources  
Susan Kincade, Dean of Learning Resources  
Richard Larson, Director of Farm of the Future  
Darlene Georgatos, Director of Enrollment Services  
Pedro Avila, Director of Institutional Effectiveness and Planning  
Dave Bolt, Vice President of Educational Services, West Hills College Lemoore  
Cathy Barabe, Director of Grants  
Carole Goldsmith, Director of Workforce Development/Title V/VTEA  
Kathy Watts, Director of Child Development Centers  
Dolores Smith, Director of Financial Aid  
Jill Stearns, Dean of Student Learning, West Hills College Coalinga  
Frances Squire, Director of Marketing  
Marcel Hetu, Director of North District Center, Firebaugh  
Barbara Caganich, Executive Director, West Hills Community College Foundation

### **Introduction of Guests**

Frances Squire, Director of Marketing, introduced Mr. Kevin Cobb, District Architect.

### **Public Comments**

There were no public comments made at this time.

### **REPORTS FROM ORGANIZATIONS / COLLEGES / DISTRICT OFFICE**

Academic Senate Report – Ms. Stephanie Droker, Academic Senate President for West Hills College Lemoore, reported that Mr. Joel Rogers will serve as the Academic Senate Vice President and James Preston will serve as the Secretary. She stated that time has been spent working on scheduling and developing workshops for the coming semester. The Senate will be reviewing their constitution and developing some bylaws. The faculty have been working on Student Learning Outcomes and one of the areas that the faculty has recognized is the need for adjunct faculty to be involved.

Ms. Anita Bart, Academic Senate President for West Hills College Coalinga, was not present to report at this time.

WHCFA Report – Ms. Marty Ennes, WHCFA President, thanked Dr. Frank Gornick for the wonderful reception at his home. She reported that the faculty have welcomed five new members to the association. A slight change has been made in the Executive Board: Ms. Angela Tos is serving as Vice President and Ms. Neomi Daniels is serving as Treasurer. Ms. Ennes reported that the faculty have been working on four grievances; two of which have been resolved and two are in progress at level one. The Faculty Association is maintaining relationships with the Academic Senate and CSEA. The faculty will be back at the bargaining table this year as the contract expires at the end of spring.

CSEA Report – Mr. Mark Millett, CSEA President, thanked Dr. Gornick for the wonderful party at his home. He reported that CSEA had representation at the annual convention in Las Vegas.

Student Government Association (SGA) Report – Ms. Jaqueline DePue, Student Trustee, reported on the 9/11 memorial events at West Hills College Lemoore and West Hills College Coalinga. She stated that speakers are being scheduled and many student events will be held. Ms. DePue reported that the North District Center, Firebaugh wants on official record an issue concerning the bookstore. She stated that the bookstore has said it will not be open as often as was promised to the students.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Willard Lewallen, President, stated that he will follow up on the bookstore issue. He reported

that the college has had a relatively smooth start to the fall semester. He expressed his appreciation to Ms. Phyllis Roberts for her generous donation to the college. Dr. Lewallen reported that he is working on a Memorandum of Understanding with the City of Firebaugh and the use of Maldonado Park.

West Hills College Lemoore – Mr. Don Warkentin, President, provided information on the recent Xtreme Registration event at West Hills College Lemoore and Measure E activities. He thanked everyone for their support and dedication to these events.

Chancellor’s Report – Dr. Frank Gornick, Chancellor, introduced Dr. Carole Goldsmith. Dr. Goldsmith provided an update on the Westside Institute of Technology (WIT) and presented the WIT video. Dr. Lewallen reported that we will be submitting a proposal on the WIT for next year’s ACCCA conference. President McKean stated that he is surprised that we have been able to help 223 people. Copies of the WIT Report to the Community were distributed.

Dr. Gornick reported that he, Ken Stoppenbrink, Pedro Avila and Donna Isaac will be participating in an accreditation visit to San Bernardino Valley College in October.

Mr. Avila distributed the Institutional Effectiveness Planning Calendar for 2008-2009 and discussion took place regarding the calendar.

Dr. Gornick discussed the need to appoint members to the Citizens’ Bond Oversight Committee for SFID #1 (Northern Area) and suggested that the Board of Trustees hold an additional meeting in the month of September to accomplish this. The Board will also need to adopt the bylaws for the committee.

Dr. Gornick recognized the recent deaths of employee family members.

### **CONSENT AGENDA**

The following consent agenda items were approved on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously:

- CA-7**        Minutes – The minutes of the July 22, 2008 Board of Trustees meeting were approved as submitted.
  
- CA-8**        Warrants – The warrants were approved as submitted.
  
- CA-9**        Quarterly Financial Status Report, 311Q – The Quarterly Financial Status Report, 311Q, for the quarter ending June 30, 2008 was approved as submitted:

- CA-10**      Personnel Transactions - The list of personnel transactions was approved as submitted.

**CHANCELLOR'S OFFICE**

- CO-11**      Memorandum of Understanding - WIT - The Memorandum of Understanding (MOU) Addendum for the Westside Institute of Technology (WIT) was approved on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.

**FISCAL SERVICES**

- FS-6**      Fiscal Services Report - Mr. Ken Stoppenbrink, Vice Chancellor of Business Services, provided the fiscal services report. He stated that we are 8.3% through the fiscal year. General fund revenues are at 11.4% and general fund expenditures are at 5.5%.

Dr. Gornick complimented Mr. Stoppenbrink and his staff on preparing the budget.

- FS-7**      2008-2009 Fiscal Year Budget - Mr. Stoppenbrink reported that the budget is built on a 2% growth factor, which would bring the district's budgeted FTES to 5,150; there is no COLA funding this year; and growth will generate \$447,131 in new revenue.

Dr. Gornick suggested adding the institutional effectiveness planning calendar to the budget that is being approved. Board members were in agreement.

The 2008-2009 Fiscal Year Budget was adopted on a motion by Trustee Cantu, seconded by Trustee Ivans, and carried unanimously.

- FS-8**      Chancellor's Office Tax Offset Program (COTOP) - On a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously, the Board of Trustees approved the district's participation in the Chancellor's Office Tax Offset Program (COTOP) for 2009.

- FS-9**      2010-2014 Five Year Construction Plan - President McKean questioned load factor and Mr. Kevin Cobb responded that it is the first filter to see if a campus qualifies for buildings and new construction. 100 percent is perfect; but more than 100 percent is more space than you need.

The district's 2010-2014 Five Year Construction Plan was approved on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously.

**FS-10**     Final Project Proposals (FPPs) - The Final Project Proposals for the following projects were approved on a motion by Trustee Minnite, seconded by Trustee Henry, and carried unanimously:

- West Hills College Coalinga Initial Buildings Modernization, Phase 2
- West Hills College Lemoore Instructional Center

**FS-11**     Initial Project Proposals (IPPs) - The Initial Project Proposals (IPPs) for the following projects were approved on a motion by Trustee Minnite, seconded by Trustee Ivans, and carried unanimously:

- West Hills College Lemoore Institutional Supportive Services, Phase 1 (Budget Year 2010)
- West Hills College Coalinga SAM Modernization (Budget Year 2011)
- North District Center Modernization (Budget Year 2011)
- West Hills College Lemoore 500 Building Expansion (Budget Year 2009)
- West Hills College Lemoore Library Expansion (Budget Year 2011)
- West Hills College Coalinga Allied Health Facility (Budget Year 2011)

**FS-12**     Resolutions - Child Care Programs - The following resolutions in the matter of child care programs were adopted on a motion by Trustee Oxborrow, seconded by Trustee Minnite, and carried unanimously:

- Prekindergarten and Family Literacy Grant
- Prekindergarten and Family Support Grant

### **PERSONNEL SERVICES**

**PS-3**     Resolution - 39-Month Re-Employment List - The resolution in the matter of the placement of a classified employee on the 39-month re-employment list was adopted on a motion by Trustee Ivans, seconded by Trustee Minnite, and carried unanimously.

**PS-4**     New Job Position - Trustee Oxborrow questioned the position and Ms. Jana Cox stated that it is for the child development center. Ms. Kathy

Watts stated that we took over the family resource center in Avenal. The grant was re-funded and we now need to fill the position.

The following new classified management job position was approved on a motion by Trustee Oxborrow, seconded by Trustee Minnite, and carried unanimously:

- Community Resource Coordinator

**PS-5**      District's Initial Proposal to CSEA - The district's initial proposal was presented to the California School Employees Association (CSEA), Chapter 429.

### **BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS**

Trustee Cantu welcomed everyone back for a productive year. He stated that he is impressed with the WIT program as they have worked hard. He was originally concerned about raising ample funds, but things are going well.

Trustee Minnite thanked everyone for their participation and stated that he appreciates all of the work it takes to maintain West Hills College. He stated that we have a great team and he is proud to be a part of the organization.

Trustee Henry congratulated the WIT program on their success and stated that the Xtreme Registration event went well.

Trustee Ivans thanked everyone for their reports and welcomed everyone to the new semester. She stated that the WIT success is appreciated and she thanked Mr. Avila for his report.

Trustee Oxborrow welcomed everyone back to the new semester and stated that she appreciates everyone's hard work.

Trustee Levinson echoed the comments of his fellow Board members. He stated that he attended the new faculty welcome reception and really enjoyed it.

President McKean echoed the comments of his fellow Board members and thanked everyone for attending the summer meetings. He stated that it was nice to have good attendance and it is appreciated.

President McKean announced that the Board of Trustees may possibly hold an additional meeting on September 9. The next regularly scheduled meeting of the Board of Trustees will be held on September 23, 2008.

**CLOSED SESSION**

The meeting was adjourned to closed session at 4:48 p.m.

- Potential Litigation (as per Government Code Section 54956.9). Number of potential cases: 2
- Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)
- Discussion of Land Acquisition/Disposition of Property (as per Government Code Section 54956.8). Property: Coalinga, California; Firebaugh, California; Lemoore, California

**ADJOURNMENT**

There being no further business before the Board of Trustees, the meeting was adjourned at 5:46 p.m.

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Nina Oxborrow  
Clerk of the Board of Trustees

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## Personnel Transactions

### 1. New Hires – Administrative

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Hernandez, Verna	Director of Health Careers West Hills College Coalinga	40 hrs/wk 12 mo/yr	Range 47 Step 5	District	7/14/08	Replacement for Shelly Buckley

### 2. New Hires – Certificated

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Rai, Rupinder	Counselor West Hills College Lemoore	197 day contract	Class V Step 3	Grant	7/1/08	New position

### 3. New Hires – Classified

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Bernal, Maria	Program Eligibility Assistant One Stop Office	40 hrs/wk 12 mo/yr	Range 46 Step A	Grant	8/4/08	New position
Boomer, Brian	Tutorial Specialist One Stop Office	40 hrs/wk 12 mo/yr	Range 40 Step A	Grant	8/4/08	New position
Finster, Kathy	Accounting Services Technician I One Stop Office	40 hrs/wk 12 mo/yr	Range 49 Step A	Grant	8/1/08	New position
Grumbles, Dawn	Accounting Services Technician I District Office	40 hrs/wk 12 mo/yr	Range 49 Step A	Grant	8/1/08	New position
Jones, Joy	Office Assistant I West Hills College Lemoore	19 hrs/wk 12 mo/yr	Range 29 Step A	Grant	8/5/08	Replacement for Maria Garcia
Martinez, Karla	Child Development Center Assistant West Hills College Coalinga	19 hrs/wk 9 mo/yr	Range 23 Step A	Grant	8/11/08	Replacement for Tina Flores
Mendez de Garcia, Rosa	Custodian, Child Development Center West Hills College Coalinga	19 hrs/wk 12 mo/yr	Range 35 Step A	Grant	7/11/08	Replacement for Cherry Miller
Mora, Claudia	Child Development Center Assistant West Hills College Coalinga	19 hrs/wk 12 mo/yr	Range 23 Step A	Grant	8/11/08	New position

### 4. Temporary/Seasonal Hire

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Alarcon, Heather	Athletic Trainer West Hills College Lemoore	Hourly as needed/ Seasonal	Range 61 Step A	District	9/1/08 – 6/30/09	



**5. Changes in Assignment**

<b>Name</b>	<b>Current Assignment</b>	<b>Change</b>	<b>Effective Date</b>	<b>Additional Information</b>
Felix-Mata, Bertha	Director of Title IV Projects West Hills College Coalinga Range 20, Step 15	Director of Title IV Projects West Hills College Coalinga Range 31, Step 10	7/1/08	Advancement on salary schedule recommended by Chancellor
Gamino, Eliseo	Director of CAMP Program North District Center, Firebaugh Range 20, Step 15	Director of CAMP Program North District Center, Firebaugh Range 31, Step 10	7/1/08	Advancement on salary schedule recommended by Chancellor

**6. Leave of Absence**

<b>Name</b>	<b>Title &amp; Location</b>	<b>Effective Date</b>
Soto, Mari Cruz	Child Development Center Master Teacher San Joaquin Child Development Center	7/15/08 – 8/12/08

**7. Resignations / Retirements / Releases During Probation / Terminations**

<b>Name</b>	<b>Title &amp; Location</b>	<b>Effective Date</b>
Caballero, Mari	Custodian/Groundskeeper West Hills College Lemoore	6/29/08
Cabrera, Rosalva	Child Development Center Assistant West Hills College Coalinga	7/27/08
Davis, James	Upward Bound Advising Specialist West Hills College Coalinga	7/31/08
Fleming, Marla	Learning Skills Program Assistant West Hills College Lemoore	8/1/08
Keoho, Glenda	Food Service Cashier West Hills College Coalinga	7/31/08
Prasad, Florence	RN Program Secretary West Hills College Lemoore	7/22/08
Ramsey, Samuella	Nurse Instructor West Hills College Coalinga	7/31/08